

EQUAL EMPLOYMENT OPPORTUNITY

**THE DISTRICT OF
COLUMBIA COURTS**

2015 EEO REPORT

HUMAN RESOURCES DIVISION

Executive Summary

The 2015 Equal Employment Opportunity (EEO) Report focuses on employees (n, 987) for whom the District of Columbia Courts (DC Courts) control the recruitment, hiring, and other terms and conditions of employment for minorities and women. Asians and Hispanics are two protected groups identified in the 2015-2018 DC Courts Affirmative Employment Program for Minorities and Women and comprise 5% and 8% of the DC Courts' employee workforce, respectively. For purposes of talent acquisition the DC Courts received over 11,000 job applications for 58 positions. More job applicants self-identified as Asian in 2015 (6%) than in 2014 (4%). The same is true for self-identified Hispanics or Latinos who submitted more job applications in 2015 (14%) than in 2014 (9%). In 2015, 9% of new hires (5 individuals) were Asian, compared to 4% in 2014. In 2015, Hispanics or Latinos represented 22% of all new hires (13 individuals).

This Report discusses the demographics of other protected categories. African-Americans are employed at 74% which is 51 percentage points above the African-American availability and utilization in the Metropolitan area (23%) for all occupational categories. Females are employed at 65% which is 10 percentage points above the female availability and utilization in the Metropolitan area (55%) for all occupational categories. For senior management and professional positions, grades 15 and above, the DC Courts employ a balanced number of women (21) and men (19).

In 2015, separations from the workforce increased and corrective actions decreased from 2014. The rate of separations increased from 4% in 2014 to 8% in 2015. Retirements accounted for the greatest increase in separations. Of the 2015 separations, 45% of separations were made by African-American females and 20% by African-American males, which is below their respective compositions of the workforce (50% and 25%). White females at 11% (n, 8) and White males at 17% (n, 13) were the second largest groups who separated during 2015. The separation rate of White females (11%) was above the White female composition (8%) of the workforce. There were fewer corrective actions issued in 2015 (n, 16) than in 2014 (n, 20). In 2015, there were no findings of discrimination, retaliation, harassment or bullying. We looked beyond participation rates and EEO filings to examine key areas for barriers to equal employment opportunity. We produced a pamphlet for new supervisors promoted through the ranks of DC Courts entitled: EEO Training for New Supervisors: EEO Policies; Boundaries; Awareness and Prevention; and Procedures and Compliance. A major crux of the pamphlet is to emphasize the different standards of liability when transitioning into a supervisory role.

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Introduction

The DC Courts strive to be a model employer. Collectively, we promote diversity and inclusiveness and ensure barriers to equal employment opportunities are eliminated. The strength of the DC Courts' Equal Employment Opportunity (EEO) Program lies in our assessments of human capital decisions that affect DC Courts' employees and job applicants attracted to court public service. As we learn more about who we are as a court community and the great opportunities the DC Courts extend to employees and job applicants, we become increasingly aware of the importance of our EEO policies, legal boundaries, prevention practices, and compliance procedures.

Here, we examine our workforce participation rates, especially those of minorities and women, for equality, opportunity, and fairness. In 2015, the EEO Office explored a range of topics beyond issues over performance evaluations, promotions, and separations. EEO ramifications have been spotted at the intersections of: interview questions asked of a job candidate with a military background; flexplace opportunities and accommodation requests under Americans with Disabilities Act; perceptions over pay, office space, and training; offensive remarks from a court visitor; separation of volunteers; de facto supervisory practices; and transitions in management.

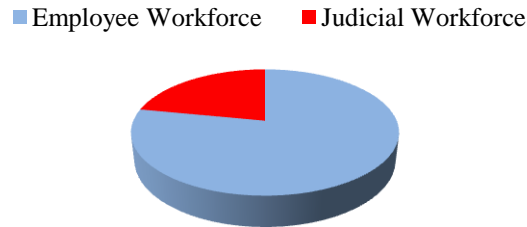
The DC Courts' leadership is committed to ensuring there are no barriers that restrict the Courts from attracting and retaining a talented workforce. In 2015, the EEO Office reached out to newly promoted supervisors to explain their EEO responsibilities including liability standards for their actions. Our supervisors and managers act on behalf of the DC Courts. The decisions supervisors make are as if the DC Courts make those decisions. The responses and messages supervisors deliver are as if the DC Courts made those statements. The Human Resources Division endeavors to problem solve and reconcile matters in the early stages of workplace conflict in alignment with the law, court policy, and best practices.

This EEO report covers the period January 1, 2015 through December 31, 2015. According to Policy 400 (II) of the Comprehensive Personnel Policy, this office (at least once annually) is to advise the Joint Committee on Judicial Administration and the Executive Officer of the status of equal employment opportunity activities, of any existing deficiencies, of the necessity for specific programs, and of the need for any changes in the Affirmative Action Plan.

The DC Courts' Total Workforce

Figure 1 reflects the total DC Courts' full-time workforce. Senior judges work part-time and are, therefore, not included. The workforce, in its simplest description, is comprised of the judicial (22%) and employee (78%) workforces.

Figure 1: DC Courts' Total Workforce



The judicial workforce includes: judicial officers (n, 91), law clerks (n, 123) and judicial administrative assistants (n, 72). Figures 2 and 3 provide racial and gender breakdown of our judicial workforce as: 6% Asian 40% Black or African-American, 4% Hispanic or Latino, 50% White, and 33% male and 67% female.

Figure 2: Judicial Workforce (Race)

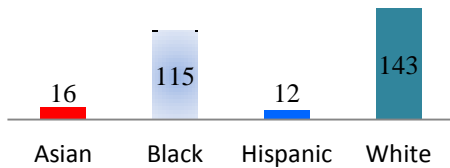
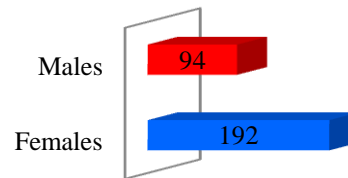


Figure 3: Judicial Workforce (Gender)



Figures 4 and 5 provide racial and gender breakdown of our employee¹ workforce as: 4% Asian, 74% Black or African-American, 8% Hispanic or Latino, 13% White, 1% Two or More races and 35% male and 65% female.

Figure 4: Employee Workforce (Race)

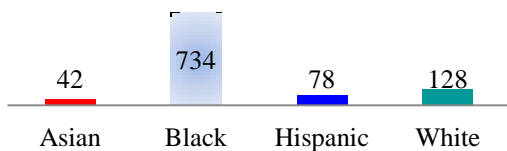
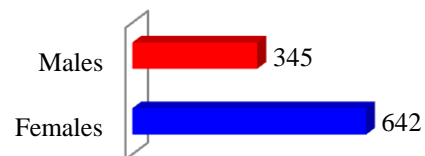


Figure 5: Employee Workforce (Gender)



¹ Judicial Officers and their staff are not included.

2015 DC Courts' Employee Workforce

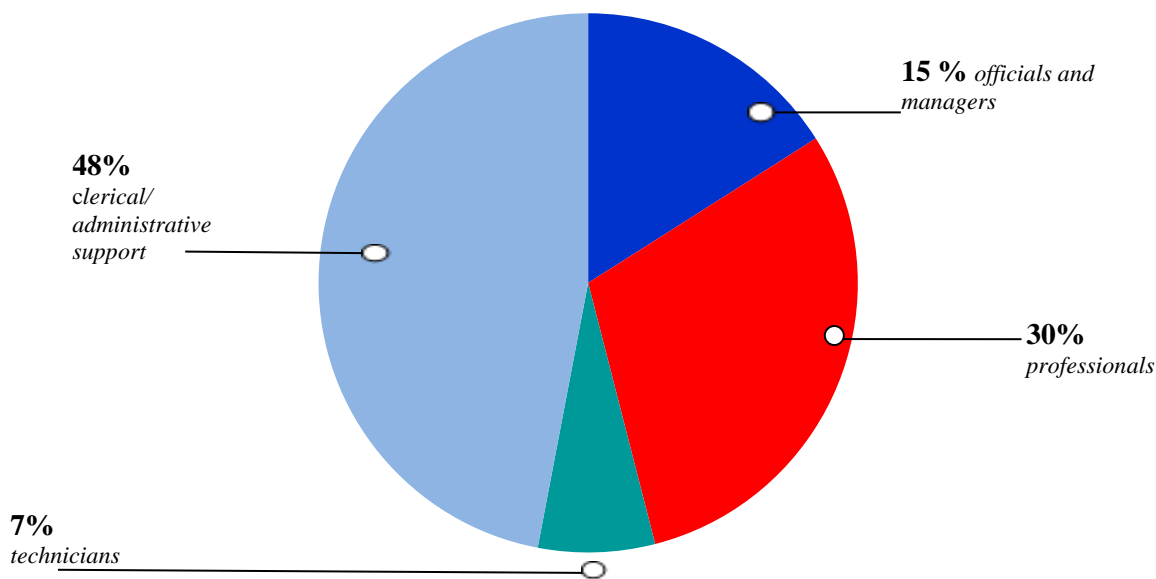
Table 1 below shows the labor participation rate by comparing the DC Courts 2015 workforce to that of the Metropolitan area as reported in the 2010 U.S. Census. The comparison shows the racial demographics by the same four occupational categories included in the DC Courts. The Metropolitan area includes Washington, D.C. and parts of Maryland, Virginia and West Virginia.

Table 1: Labor Participation Rate

Race	Washington Metropolitan Area	DC Courts
Black	23%	74%
White	60%	13%
Hispanic or Latino	7%	8%
Asian	10%	5%

The 2015 EEO Report focuses on employees for whom the DC Courts control the recruitment, hiring, and other terms and conditions of employment. The DC Courts employ 987 employees. The DC Courts' employee workforce can be classified in the following occupational categories²: officials and managers at 15% (n, 149), professionals at 30% (n, 293), technicians at 7% (n, 73), and administrative and clerical support at 48% (n, 472).

Figure 6: Employee Workforce by Occupational Category



² The occupational categories are standard occupational classifications from the U.S. Department of Labor, Bureau of Labor Statistics.

The *officials and managerial* category includes employees who set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the courts' operation, or provide specialized consultation on a regional, district or area basis. For the DC Courts, the officials and managers category includes, but is not limited to: the Court Executive Service, Court Executive Management Service, deputy directors, program directors, senior managers, branch chiefs, managers, and supervisors.

The *professional* category includes employees who have specialized and theoretical knowledge usually acquired through college training or through work experience and other training that provide comparable knowledge. For the DC Courts, the professional category includes, but is not limited to: accountants, attorneys, contract specialists, information technology specialists, probation officers, and social workers.

The *technician* category includes those who have a combination of basic scientific or technical knowledge and manual skills that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. For the DC Courts, the technician category includes, but is not limited to: computer operators, court reporters, and telecommunications specialists.

The *clerical and administrative support* category includes those workers who are responsible for internal and external communications, recording and retrieval of data and information and other documents required in an office. This job category includes, but is not limited to: courtroom clerks, deputy clerks, and HR assistants.

Page 9 below provides the race and gender breakdown of the DC Courts' employee workforce by occupational categories. See Table 2: 2015 Workforce Availability and Utilization. The total number of employees reflected in Table 2 is 982 and it does not include employees (n, 5) who have self-identified as Two or More Races. The total DC Courts' participation rate of self-identified employees of Two or More Races is less than 1%.

Table 2: 2015 Workforce Availability and Utilization

Job Categories		Black (Non-Hispanic)		White (Non-Hispanic)		Hispanic or Latinos		Asian		Subtotals		Totals
		male	female	male	female	male	female	male	female	Male	females	
Officials and Managers	# DC Courts	44	60	11	16	7	3	3	5	65	84	149
	% DC Courts	30	40	7	11	5	2	2	3	44	56	
	% Metro Area ³	8	11	38	27	4	3	5	3	55	44	
	% (Under)* Utilization	22	29	-31	-16	1	-1	-3	0	-11	12	
Professionals	# DC Courts	76	116	25	32	9	14	9	9	119	171	290
	% DC Courts	26	40	9	11	3	5	3	3	41	59	
	% Metro Area	7	11	31	31	3	3	7	6	48	51	
	% (Under) Utilization	19	29	-22	-20	0	2	-4	-3	-7	8	
Technicians	# DC Courts	25	28	2	9	5	1	0	2	32	40	72
	% DC Courts	35	39	3	13	7	1	0	3	45	56	
	% Metro Area	11	19	26	22	3	3	7	7	47	51	
	% (Under) Utilization	24	20	-23	-9	4	-2	-7	-4	-2	5	
Clerical/Admin. Support	# DC Courts	95	290	15	18	14	25	2	12	126	345	471
	% DC Courts	20	62	3	4	3	5	0	3	27	73	
	% Metro Area	10	24	13	33	3	7	3	5	29	71	
	% (Under) Utilization	10	38	-10	-29	0	-2	-3	-2	-2	2	
	Total	240	494	53	75	35	43	14	28	342	640	982⁴
	% Total	24	50	5	8	4	4	1	3	35	65	100

.Sources: US Census Bureau, Census 2010 special tabulation; DC Superior Court EEO Report

Note: The rows highlighted in tan reflect the benchmark for the Washington Metropolitan marketplace for available and qualified job candidates. The cells highlighted in blue reflect areas of underutilization for a protected category. For purposes of affirmative action, we focus on minorities and female participants.

³The Metro Area percentage represents the civilian labor force 16 years of age and older.

⁴This table excludes those of Two or More Races. The DC Courts employs 5 employees who have self-identified as Two or More races – 3 professional, 1 technician, and 1 official.

DC Courts' Workforce Participation Rates

Blacks or African-Americans. For 2015, the largest racial and national origin category in our workforce was African-Americans, who comprised three-quarters of the employee workforce (n, 734). African-American females represented half of the workforce (50% or 494) and African-American males comprised one-quarter of the workforce (24% or 240). Notably, African-American males and females are employed in the DC Courts significantly above the benchmark for the Metropolitan area in all occupational categories (see Table 1). The DC Courts' African-American participation rate is 71% in the official and managers category, 66% in the professional category, 74% in the technician category, and 82% in the clerical and administrative support category. African-American females exceeded the benchmarks from 20 percentage points (Technicians) to 38 percentage points (Clerical), while males exceeded the benchmarks from 10 percentage points (Clerical) to 24 percentage points (Technicians).

Whites. Whites were the second largest racial or national origin group at 13% of the Courts' workforce (n, 128) in 2015. The DC Courts' White participation rate is 18% in the officials and managers category, 20% in the professional category, 16% in the technician category, and 7% in the clerical and administrative support category. The availability and utilization statistics appears to suggest underutilization of White females, ranging from -9% (Technicians) to -29% (Clerical). When comparing the Courts' White female participation rate to that of the Metropolitan area, the Courts' White female participation rate is less than the expected representation in the Metropolitan area marketplace of available and qualified candidates. However, White females as a category of employees are not a protected group requiring affirmative action to address underutilization. The protected category is females in general and the Courts' workforce data indicate no underutilization of females for 2015. In fact, the percentage of females in our workforce (65%) is over represented compared to females in the Metropolitan area as reported in the 2010 census (55%).

Hispanics or Latinos. For 2015, the third largest racial and national origin category consisted of Hispanics or Latinos who participated at a rate of 8% (n, 78). In 2015, the DC Courts' Hispanic or Latino participation rate is 7% in the officials and managers category, 8% in the professional category, 8% in the technician category, and 8% in the clerical and administrative support category. In 2015, the DC Courts are not experiencing underutilization of Hispanic or Latino males and only slight underutilization of Hispanic or Latino females in the official and manager, technician and clerical and administrative support categories. For the professional category, Hispanic or Latino males meet the benchmark and Hispanic or Latino females participate above the benchmark by 2 percentage points. For the technician category, Hispanic or Latino males participate above the benchmark by 4 percentage points and Hispanic or Latino females participate below the benchmark by 2 percentage points. Hispanic or Latino participation rates for the clerical and administrative support category are below the benchmark by 2 percentage

points for females and meet the benchmark for males. There was a net increase of 14 positions held by Hispanics or Latinos between 2013 and 2014. In 2015, we observed a net increase of 10 Hispanics or Latinos. Three self-identified Hispanics or Latinos were promoted to other positions within the Court.

Asians. For 2015, Asians participated in the Courts' workforce at a rate of 5% (n, 42) which is below the Asian availability and utilization in the Metropolitan area for all occupational categories by 5 percentage points. Asian females make the benchmark in the officials and managers category. The DC Courts' Asian participation rate is 5% in the officials and managers category, 6% in the professional category, 3% in the technician category, and 3% in the clerical and administrative support category. Asian females were below the benchmark by 2 (Clerical/Administrative Support) to 4 percentage points (Technicians), while males were below the benchmark by 3 (Officials and Managers) to 7 percentage points (Technicians).

Definitions of Race Categories Used in the 2010 Census

“White” refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

“Black or African American” refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African Am., or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

“American Indian or Alaska Native” refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

“Asian” refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

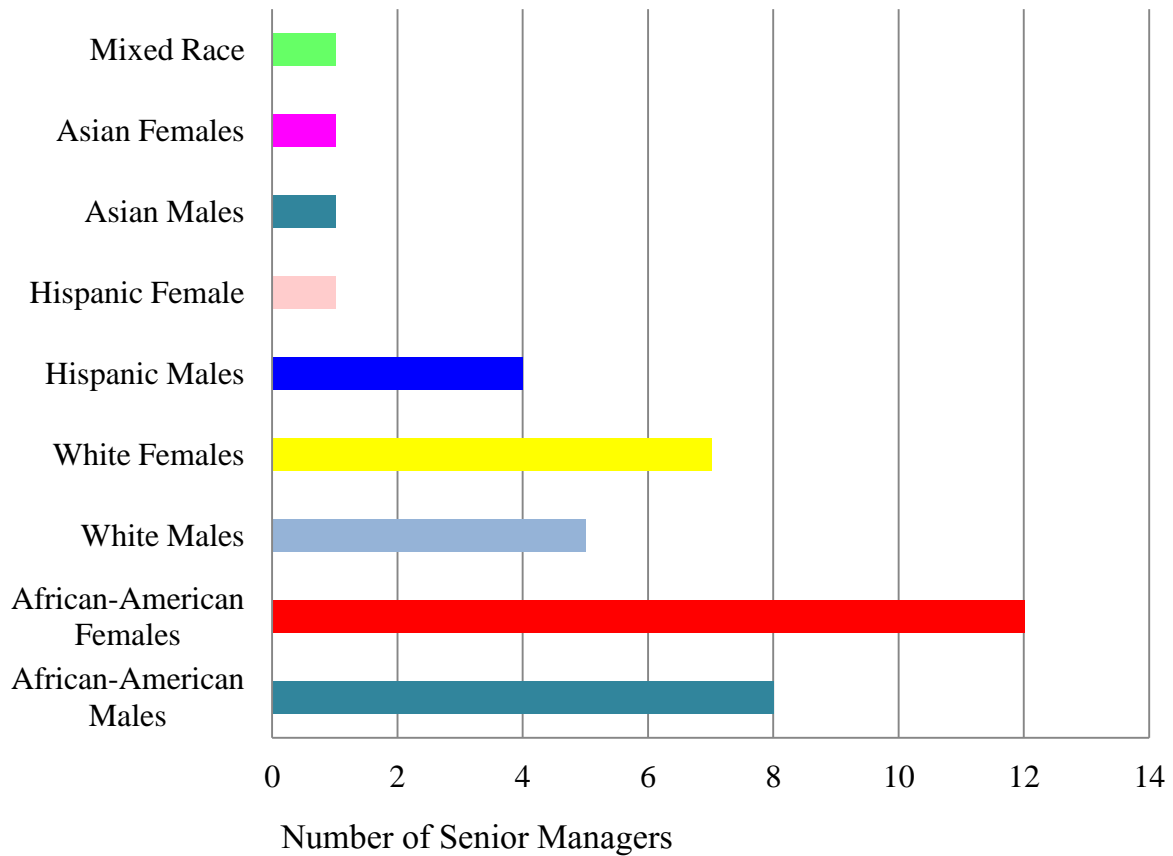
“Native Hawaiian or Other Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

“Some Other Race” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above. Respondents reporting entries such as multiracial, mixed, interracial, or a Hispanic or Latino group (for example, Mexican, Puerto Rican, Cuban, or Spanish) in response to the race question are included in this category.

“Hispanic or Latino” refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

DC Courts' Senior Managers⁵ (Grade 15 and above)

Figure 7: DC Courts' Senior Managers (Grades 15 and Above)



⁵ This figure highlights senior court management and professional positions from grade 15 to the Court Executive Service.

2015 DC Courts' Applicant Flow Data

In 2015 the DC Courts received 11,048 job applications in response to 58 vacancy announcements. Of the 58 vacancy announcements nearly a third (11 or 29%) were posted for internal applicants only. Of the 11 internal job postings, 100% (n, 241) of all job applicants self-identified their race and gender. External job postings attracted 10,807 job applications and about half (5,742 or 53%) of the job applicants self-identified their race and gender.

Of the total number of applicants who provided race information (5,983): 60% were African-American, 17% were White, 14% were Hispanic, 6% were Asian, 1% were American Indian or Alaskan Native, 1% were identified as having Two or More Races. The gender breakdown of applicants was 64% female and 36% male. As has been the case in prior years, and as reflected in the Court's workforce, African-American females submitted the most applications (43%). In 2015, more job applications were submitted by Asians (6%) than in 2014 (4%). The same is true for Hispanics or Latinos who submitted more job applications in 2015 (14%) than in 2014 (9%). Asians and Hispanics are two of the protected groups identified in the 2015-2018 DC Courts Affirmative Employment Program for Minorities and Women.

Table 3: 2015 Applicants Who Identified their Race and Gender

	Male	Female	Total	
White	9%	8%	17%	999
African-American	17%	43%	60%	3617
Asian	4%	2%	6%	356
Native Hawaiian or Other Pacific Islander	0%	0%	0%	9
American Indian or Alaskan Native	<1%	<1%	1%	41
Two or More Races	<1%	1%	2%	116
Hispanic or Latino	5%	9%	14%	845
Total			100%	5,983

2015 Qualified Applicants

For the DC Courts, an applicant is determined to be “qualified” after satisfying the initial Human Resources Divisional (HR) review, which includes an examination of documentation to verify that the applicant’s education, experience, certification, and/or license meets the minimum qualifications of the job announcement. After the HR review, the qualified applications are forwarded to the hiring Divisions for further analysis and determination of ranking as qualified, well qualified, or highly qualified.

The majority of applicants who identified their race were rated as qualified through the HR review across all racial categories. This is a positive reflection on our 2015 initial hiring process because the racial/gender profile of the applicant is electronically separated from the body of the application when the rating of qualified or not qualified is determined. Since more than 50% of applicants in every racial category are rated as qualified, it appears that the initial stage of the selection process is not an identifiable obstacle for candidates and unlikely to have an adverse affect on any racial group.

Table 4: Percent of Qualified Applicants by Race

Race	% Qualified	Total Applications Submitted
White	56%	999
African-American	57%	3617
Asian	56%	356
Native Hawaiian or Other Pacific Islander	56%	9
American Indian or Alaskan Native	56%	41
Two or More Races	53%	116
Hispanic or Latino	57%	845
Total		5,983

New Hires

Table 5: 2015 New Hires

	Male		Female		Total	
	N	%	N	%	N	%
White	3	5%	1	2%	4	7%
Black or African American	4	7%	31	53%	35	60%
Asian	1	2%	4	7%	5	9%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	0	0%
American Indian or Alaska Native	0	0%	0	0%	0	0%
Two or More Races	1	2%	0	0%	1	2%
Hispanic or Latino	4	7%	9	16%	13	22%
TOTAL ⁶	13	24%	45	76%	58	100%

There were a total of 58 new hires for 2015. Of the new hires, 60% were African-American, 22% were Hispanic or Latino, 9% were Asian and 7% were White. In 2015, the percentage of Hispanic or Latino new hires remained nearly the same as in 2014 (22% v. 25%) and the actual number of positions held by self-identified Hispanics or Latinos increased by 10. The 2015 new hire rate for Asians is 9% (n, 5). Asian new hires increased from 4 percent in 2014 to 9 percent in 2015 for a net increase of two positions. The percentage of African-American new hires is 60% (n, 35), which is an increase of 18 percentage points from last year. The percentage of White new hires was 7%, which is a decrease of 23 percentage points (2014, 30%). The

percentage of White new hires parallels significant decrease in job applicants who identify as White. There were no Native Hawaiian/Pacific Islander or Indian/Alaskan Native new hires in 2015.

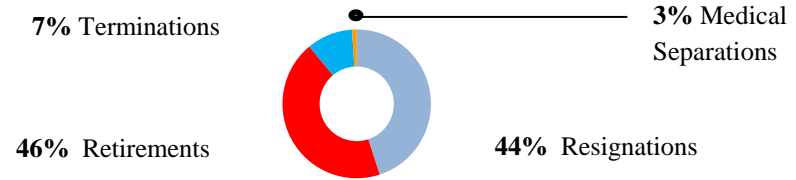
⁶ Numbers may not total 100% due to rounding.

Separations

Table 6: 2015 Separations

Separations	2014	2015
Resignations	29	33
Medical Separations	----	2
Retirements	20	35
Terminations for Cause	5	5
Total	54	75

Figure 8: 2015 Employee Separations



In 2015, 75 employees (8% of the employee workforce) separated from the Courts which is twice the rate of 2014 (4% of the workforce). The most significant increase was in the number of employees retiring. Of the 75 separations, 44% of the employees (n, 33) resigned, 46% (n, 35) retired, 7 % (n, 5) were terminated, and 3% (n, 2) were medically separated. Of the 75 separations, 60% (n, 45) were female and 40% (n, 30) were male. Employees from the following racial and national origin groups separated: Asians 4% (n, 3), African-American 65% (n, 49), Hispanic or Latino 3% (n, 2), and White 28% (n, 21). African-American females at 45% (n, 34) and African-American males at 20% (n, 15) were the largest groups who separated during 2015. The separation rate of African-American females (45%) is below the African-American female composition (50%) of the workforce. The separation rate of African-American males (19%) is below the African American male (25%) composition of the workforce. White females at 11% (n, 8) and White males at 17% (n, 13) were the second largest groups who separated during 2015. The separation rate of White females (11%) is above the White female composition (8%) of the workforce. The separation rate of White males (13%) is above the White male (5%) composition of the workforce. The separation rate of Asian females at 3% (n, 2) is the same as the Asian female composition (3%) of the workforce. The separation rate of Asian males at 1% (n, 1) is below the Asian male (2%) composition of the workforce. The separation rate of Hispanic or Latino females and males both at 1% (n, 2) is below their respective compositions (4%) of the workforce.

Corrective Actions

Table 7: 2015 Corrective Actions

Total number of corrective actions: 16

Total number of employees involved in corrective actions: 16

Total number of supervisors who issued corrective actions⁷: 15

<u>By Gender:</u>		<u>Expected</u>		<u>By Race/Ethnicity:</u>		<u>Expected</u> ⁸
Male	Female	Male	Female	Black		
8 (50%)	8 (50%)	(35%)	(65%)	13 (81%)		(74%)
				3 (19%)		(13%)

The percentage of corrective actions for males (50%) is higher than the proportion of males in the workforce (36%). The percentage of corrective actions for Black or African-American employees (81%) is higher than would be expected based on the proportion of the workforce that is Black or African-American employees (74%). The same is found for White employees. That is, the percentage of corrective actions for White employees (19%) is higher than would be expected based on the percentage of White employees (13%) in the workforce. There does not appear to be a pattern that should create concern for or require action of management. The 16 corrective actions were administered to employees of the following gender, racial and national origin groups: Black males at 44% (n, 7), Black females at 38% (n, 6), White males at 6% (n, 1), and White females at 12% (n, 2). Corrective actions ranged from letters of reprimand (6), 1 day suspension (2), 2 day suspensions (2), 5 day suspensions (1), and terminations (5).

⁷ One supervisor out of 15 administered two corrective actions. The other 14 corrective actions were issued by 14 different supervisors.

⁸ The expectation percentages do not total 100% because corrective actions were administered to members of only two racial groups. The other racial groups did not receive corrective actions.

The DC Courts' EEO Office

The vision statement of the Human Resources Division is to be a trusted advisor with an earned reputation of excellence in the delivery of Human Resources programs and services. In alignment with this vision, the DC Courts' EEO Office strives to protect human rights and ensure that our workforce is free of discriminatory treatment within our workforce. Through Comprehensive Personnel Policies 400 and 410, the DC Courts' EEO Office's primary mission is to enforce equal employment law and the DC Human Rights Act of 1977 employment protected categories.

It is mandated that all new hires take a course on EEO law and sexual harassment before their probationary status is completed. The course has been expanded from two to three hours to adequately provide necessary information. Training sessions on the Courts' Equal Employment Opportunity and Sexual Harassment policies were scheduled and conducted three times in 2015 and 38 new hires attended. It should be noted that over the past several years the number of sexual harassment-based complaints have decreased. There were no claims of sexual harassment in 2013, one claim of sexual harassment in 2014, and again no such claims in 2015.

In 2015, there were no findings of discrimination, retaliation, harassment or bullying in response to employee complaints received in the Courts' EEO Office. Table 7 outlines the 2015 EEO case activity. The bullying cases are relatively new phenomena since the bullying policy was approved in January 2012. Out of the 18 employees who visited the EEO Office for counseling or to file a case, two employees filed complaints in close proximity to receiving a corrective action. In addition, we counseled three employees who were denied job interviews and two employees who were denied admittance into the Management Training Program.

2015 EEO Cases

Table 8: EEO Cases

Race	Basis	Issue	Disposition
African-American	No Basis Alleged	Bullying	Multiple Counseling Sessions. Informal Resolution.
African-American	Race	EEO	Formal EEOC charge filed and dismissed. Federal case pending.
African-American	Race	EEO	Formal EEOC charge filed and dismissed.
African-American	Americans with Disabilities Act	EEO	Formal EEOC charge filed and pending.
African-American	Age	EEO	Formal EEOC charge filed and pending.
African-American	No Basis Alleged	Bullying	Multiple Counseling Sessions. Informal Resolution.
White	Race	EEO	Formal EEOC charge filed and dismissed.
African-American	Military Background Discrimination	USERRA	Complaint filed. Informal Resolution.
African-American	Race/Matriculation	EEO/Bullying	Formal EEOC charge filed and pending.
African-American	Personal Appearance	EEO	Multiple Counseling Sessions. Informal Resolution.

2015 EEO Office Activities

The following were some additional EEO activities implemented or advised upon in 2015:

- ❖ Reproduced the Affirmative Employment Program for Minorities and Women for the new program period of October 1, 2015 through September 30, 2018.
- ❖ Drafted a booklet entitled EEO Training for Supervisors: EEO Policies; Boundaries; Awareness and Prevention; and Procedures and Compliance for employees newly promoted to supervisor.
- ❖ Resolved an issue over initial hiring and interview procedures concerning a military reservist applying for employment. The matter gave rise to appropriate interview questioning under the Uniform Services Employment and Reemployment Act (USERRA). Compliance under USERRA has been added to EEO training for supervisors.
- ❖ Advised on an issue over whether telecommuting could be a reasonable accommodation where regular and predictable onsite job attendance is an essential job function.
- ❖ Performed pay, work station, and training analyses in response to charges of discrimination which were dismissed by the EEOC.
- ❖ Advised on avoiding de facto supervisory practices and liability standards to management teams.
- ❖ Reviewed ramifications of volunteer stipends and the necessary due process requirements should a volunteer need to be involuntarily separated.
- ❖ Counseled employees on a pattern of issues regarding transitions in management.

2016 EEO Office Objectives

The EEO Office will continue to comply with EEO law and EEOC guidance to:

- ❖ Investigate and process unlawful discrimination, retaliation, harassment, and bullying complaints;
- ❖ Ensure EEO compliance with settlement agreements and court orders;
- ❖ Offer customized training on EEO-related topics upon the request of management;
- ❖ Conduct an EEO training series for supervisors on hiring in compliance with EEO law;
- ❖ Train with the EEOC, court management associations, the Society for Human Resources Management, and other useful training resources that promote the EEO mission;
- ❖ Explore the feasibility of mandatory conflict resolution training for supervisors and managers;
- ❖ Identify and eliminate barriers to equal employment opportunity;
- ❖ Broaden our diversity and special emphasis programs; and
- ❖ Promote broad and strategic recruitment to address underutilization.